# How to Use Title V Forms

This document is intended to provide general instructions for use of the State of Colorado Air Pollution Control Division (the Division) Title V forms. Note that for most of the Title V forms there is an instruction sheet specific to each form which will go in depth with information specific to that form.

The Title V forms are built in Microsoft Word; the documents are locked with the exception of all of the data entry fields (**content controls)**. The content controls allow the Division to populate an Operating Permit template using the information provided in the forms. This will allow the Division to more efficiently draft the permit and reduce costs for the applicant. The forms are not macro-enabled for security reasons and are available in a .docx format.

Please note that if you want to copy and paste from one content control to another, do not use the default "Ctrl+V" to paste, instead use the "Paste" options in the top left of the "Home" tab to paste as "Keep Text Only" as follows:
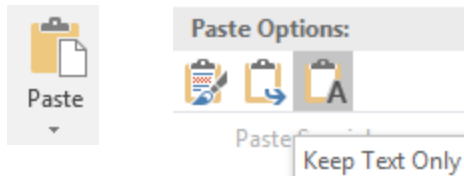
Disclaimer: While the Division strives to create forms that encompass most facility operations, it is unrealistic that the forms will accommodate all operations. If the forms don't seem to work for a particular application, the permittee should contact the Division and work with a permit engineer on how to complete the application.

Opening

- The document will open in a "read-only" format when opened from the website. Under the "View" tab on the top ribbon, select the "edit document" option. The content controls are now able to be edited.

- The documents are "locked" to protect inadvertent deletions. While the documents are locked, data entry into content controls are the only things that can be edited in the forms.

Filling out the Form

- Click on the content control to modify the content
- The applicant may use the up and down arrow keys or "tab" button to move through the content controls to fill out the form
- The boxes will move and re-size automatically to accommodate the text in the content controls. If the applicant finds that a box has become distorted as seen below, add spaces in the text and the box will re-size. See example below:

Stretched-out Box

Controlled Individual HAP:	All HAP	2,2,4 Trimethylpentane	Enter HAP	Enter HAP	Enter HAP	Enter HAP	Enter HAP	Enter HAP	Enter HAP
Control Efficiency	Text	Text	Text	Text	Text	Text	Text	Text	Text

Putting Spaces in Name

Controlled Individual HAP:	All HAP	2,2,4 Tri methyl pentane	Enter HAP	Enter HAP	Enter HAP	Enter HAP	Enter HAP	Enter HAP	Enter HAP
Control Efficiency	Text	Text	Text	Text	Text	Text	Text	Text	Text

- **AIRS ID:** On some of the forms, the AIRS ID is listed in the top right corner and in the footer of the forms. Once the applicant fills out the AIRS ID in the top right of the first page, the AIRS ID in the footer will update when the document is saved, closed, and reopened, or if "print preview" is enabled.
- **Creating Paragraphs/Line Breaks Within Content Controls**: Pressing "Shift+Enter" inserts a new line inside a content control box.
- **Repeating Content Controls:** Several sections (listing pollutants, control device table, etc.) have the option to use the ➕ button to re-create another section. Click the table or row and hover over the bottom right corner until the plus symbol appears. Clicking it will add additional rows and/or tables with content controls. The individual instruction documents for the forms will note when the ➕ is available to use. In the event that the plus symbol does not appear or is not working, the applicant may attach pages with the additional information.

Entering Dates

- When entering dates into the forms, please use the format MM/DD/YYYY (numbers only) for ease of use by the Division. Where a date is not specifically known, enter an approximate date and include a note regarding the approximation, where appropriate.
- If you have any questions which are not addressed in this document, contact your permit engineer. If the facility has not yet been assigned an engineer, please reach out to the Operating Permit Unit Manager at cdphe_apcd_title_V@state.co.us or (303) 692-3100.

Closing and Submitting Document

- The Division requires one hard copy and one electronic copy of every form in an application package.
- When submitting the forms electronically, **YOU MUST SUBMIT THEM IN A WORD FORMAT (either .docx or .doc). DO NOT PDF THE FORMS OR YOUR APPLICATION WILL TAKE LONGER TO PROCESS.**
- The Division suggests saving the Forms with the following naming conventions:
  - OP-301 S004.docx (using facility identifier)
  - OP-311 AIRS 001.docx (using AIRS ID)
  - Emission Calculations S001.pdf (for any attachments)
    - Attachments are welcome to be submitted in any format
  - OP-201 Minor Modification S001
  - OP-100 Facility Identification
- Submit all forms to cdphe_apcd_title_V@state.co.us
- **The date received by the Division will be the date the signed hardcopy is received.**